

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND INSPECTION
CHECKLIST 36-2**

1 MAY 1998

Personnel

TRANSITION ASSISTANCE PROGRAM (WING)

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This Checklist reflects Command requirements for Transition Assistance Program (TAP) offices and Military Personnel Flights to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This Checklist has been revised to update references.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment.
2. This publication establishes a baseline checklist. Use the checklist at **Attachment 1** as a guide only. The checklist will be used by the Command IG during applicable assessments.

BOBBIE GERVAIS, Colonel, USAF
Director of Personnel

Attachment 1

TRANSITION ASSISTANCE PROGRAM (TAP) CHECKLIST

Table A1.1. Checklist.

MISSION STATEMENT: To equip separating and retiring civilian and military personnel and their families with skills and knowledge for reentry into the private sector. <i>Note:</i> All references are from AFI 36-3022, unless otherwise noted			
1. TRANSITION ASSISTANCE PROGRAM OFFICE RESPONSIBILITIES (CRITICAL ITEMS)	YES	NO	N/A
1.1. Are local procedures in place to ensure all departing members receive a Congressionally-mandated DD Form 2586, <i>Verification of Military Experience and Training</i> , as soon as possible? (para 5.4.1)			
1.2. Is transition preseparation counseling conducted at least 90 days before separation for all departing service members (with the exception of short notice separations, retirements, or referrals to a Medical Evaluation Board, who must be counseled ASAP)? (para 7.1.4.1)			
1.3. Is the TAP staff providing the Military Personnel Flight (MPF) a completed DD Form 2648, <i>Preseparation Counseling Checklist</i> , as a permanent document for the master file of each separating or retiring member? (para 2.7.2.5)			
1.4. Are all members, within their serviced population, retiring under the temporary Early Retirement Authority (TERA) being registered for Public and Community Service (PACS)? (para 2.7.2.6)			
2. MILITARY PERSONNEL FLIGHT RESPONSIBILITIES (CRITICAL ITEMS)	YES	NO	N/A
2.1. Is the MPF providing a Transition Assistance Program Counseling Memorandum to all separating or retiring members at the initial relocation briefing and filing the member-initialed copy in the relocation folder? (para 2.8.3)			
2.2. Is the MPF ensuring that no TERA retiree is permitted to out-process without confirmation of PACS registration for filing? (para 2.8.6)?			
2.3. Have local procedures been developed to identify short notice (for-cause, hardship, etc.) separations to the TAP staff in a timely manner? (paras 7.1.2.2 and 7.1.2.3)			
2.4. Is the MPF distributing and collecting the exit questionnaires during final outprocessing? (paras 2.8.7 and 17.2.2)			